


# Registering for Courses in SMOKE

Once logged in, click the Courses Tab then Offerings & Registration. From here you can search for courses in a few different ways.

**One thing to remember is that you MUST register for the course BEFORE the start date!** On the Start Date of the class, the class is removed from the Search screen. On or after the Start Date the course or if the maximum number of students is reached before the start date the course manager is the only person who can add you to the course.

You can search by Fiscal Year and just region, or fiscal year, region and county, or fiscal year and in the Search tab type in the course you are trying to find or any combination of the above search types.

**LARA SMOKE**  
System Maintenance of Knowledge and Education



Courses

Offerings & Registration

Registration History

Course Management

My Data

Reports

Management

Fiscal Year

2016

County

Select a County

Search

☐ View upcoming examination dates eight or more weeks into the future. If you are a Retest or Challenger Candidate use this to search for examinations to attend for courses that have already started.

Course ID	Course Name	Start Date	End Date	Instructor Name	Students Registered	
B05C	Driver Training	4/25/2015	4/26/2015	Edward H Sayre	4 / 15	Options
A15C	Fire Fighter I & II	9/26/2015	5/14/2016	Steven D VanHolstyn	31 / 32	Options
I10A	Leadership I	10/1/2015	10/3/2015	Carl S Hollier	0 / 30	Options
I10A	Leadership I	10/1/2015	12/3/2015	Douglas A deBest	7 / 30	Options
A15D	Fire Fighter I & II	10/1/2015	5/21/2016	Steven C Lowder	19 / 30	Options
A15D	Fire Fighter I & II	10/1/2015	3/19/2016	Ronald P Folks	3 / 20	Options
A15D	Fire Fighter I & II	10/1/2015	4/29/2016	Nicholas D Vaught	12 / 12	Options
A15D	Fire Fighter I & II	10/1/2015	4/9/2016	Michael L Betts	12 / 30	Options
A15D	Fire Fighter I & II	10/1/2015	5/7/2016	Blaine A Howell Sr	18 / 35	Options
A15D	Fire Fighter I & II	10/1/2015	4/25/2016	Philip G McCormack	31 / 30	Options

If you would like more information on the location, course manager and instructor contact information, dates and days of the week of the course and instruction hours for the course click on details. You can print this page using the print icon in the upper left of the page allowing you to take this information with you to class if you feel the need. This is the page you will see after clicking on Details:

## Course Schedule Details ✕

 [Print](#)

**Course ID**

G02B

**Course Name**

Health & Safety Officer

**Course Acronym**

HSO

**Instructor Fee Limit**

720.00

**Instruction Hours**

16.00

**Status**

O

**Funded**

Y

**Allocated Funding**

720.00

**Instructor Name**

Anita M Sukis

**Instructor Certification Expiration Date**

10/23/2040 12:00:00 AM

**Instructor Phone Number**

(517) 614-6929

**Instructor Email**

asukis@cityofeastlansing.com

**Course Manager Name**

William J Priese

**Course Manager Email**

priese@meridian.mi.us

**Course Manager Phone**

(517) 410-0700

**Start Date**

2/6/2016

**End Date**

2/7/2016

**Class Time**

08:45 AM

**Class Days**

Saturday, Sunday


**Students**

25


**Course and Exam Locations**

2074 N. Aurelius Rd., Holt, MI 48842

Once you find the course you are looking for click on Options. You will only see Register and Details under the Options tab. Click on Register.


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Courses 


Offerings & Registration


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Course Management 


My Data  

Reports 








Management 

Fiscal Year  
2016 

County  
Ingham 

Search  
  


☐ View upcoming examination dates eight or more weeks into the future. If you are a Retest or Challenger Candidate use this to search for examinations to attend for courses that have already started.

Course ID	Course Name	Start Date 	End Date	Instructor Name	Students Registered	
A15D	Fire Fighter I & II	11/30/2015	3/13/2016	Dennis L Howe	13 / 20	Options 
I10A	Leadership I	12/5/2015	12/6/2015	William J Priese	9 / 25	Options 
I11A	Leadership II	1/9/2016	1/10/2016	William J Priese	11 / 25	Options 
I12A	Leadership III	1/30/2016	1/31/2016	William J Priese	15 / 25	Options 
G02B	Health & Safety Officer	2/6/2016	2/7/2016	Anita M Sukis	10 / 25	<div><a href="#">Register</a> <a href="#">Roster</a> <a href="#">Details</a> <a href="#">Summary</a></div>
F02D	HazMat First Responder - Operations	2/24/2016	3/5/2016	William J Priese	9 / 20	
Q45A	Forcible Entry - Search and Destroy	3/7/2016	3/7/2016	Dennis L Howe	3 / 50	Options 
B05C	Driver Training	3/14/2016	3/16/2016	Brian J Ball	10 / 20	Options 

After clicking on Register you will see this screen:

## Register for Course

**Class Number**  
2016-2-33-G02B-0123

**Course Name**  
Health & Safety Officer

**End Date**  
02/07/2016

**Course ID**  
G02B

**Start Date**  
02/06/2016

**Instructor**  
Sukis, Anita M

**User Name**

**ACTION NEEDED!** Please contact the Course Manager to obtain information about any fees for the class and final approval to attend the class. Failure to contact the Course Manager before the class begins may result in your registration being cancelled and inability to participate in the class as a student or as a retest/challenge student at a firefighter examination site.

**Course Manager**  
Prieze, William J  
**Course Manager Email**  
[prieze@meridian.mi.us](mailto:prieze@meridian.mi.us)

**Course Manager Phone**  
(517) 410-0700

**Instructor**  
Sukis, Anita M  
**Instructor Email**  
[asukis@cityofeastlansing.com](mailto:asukis@cityofeastlansing.com)

**Instructor Phone**  
(517) 614-6929

**ELIGIBILITY:** Applicants must be 18 years of age or older (if under 18 years of age, must be a Cadet or Explorer in a pre-approved program), to attend the Fire Fighter I, FF II, or FF I & II training administered by the Fire Fighter Training Division (Exception: Pre-service students may attend this training at an BFS/FFTD approved college or university based Regional Training Center). This application does not apply to pre-service students.

**Americans with Disabilities Act:**  
If you have a disability and may require some accommodation in taking the test, please submit written documentation from a professional (education professional, doctor, psychologist, psychiatrist) to verify that your disabling condition requires the requested test accommodation. Forms are available through this office. This ADA application must be received in the BFS/FFTD Lansing office at least 28 days prior to the first class session.

**Computer Form Location:**  
[http://www.michigan.gov/documents/lara/Accommodation\\_Request\\_FFTD\\_Rev\\_8-21-15\\_499026\\_7.pdf](http://www.michigan.gov/documents/lara/Accommodation_Request_FFTD_Rev_8-21-15_499026_7.pdf)

Register User

Close

Go to the bottom of the screen and click Register. You do need to call the course manager to verify you can attend their course BEFORE registering for the course. After you have registered for the course you will receive an email stating you have registered for the course and a notification in your notifications box under My Data that you have registered for the course.

If you need to un-register for the course, go to Courses and Registration History, find the course number and click on Options then Unregister and you will be unregistered for the course and receive emails and notifications for the unregistration.